Title 40/CCA LSS Initiative

Working Team Meeting Update

2 DEC 08

Agenda

Title 40/CCA Working Group

Objectives:

- Instruction on Project Charters
  - Components of the charter
  - How to create a charter
- Working Session for CCA LSS Project Teams
  - Project teams formed
  - Project teams complete “Draft” project charters
- Charter Review by Working Group
  - Working Group reviews all charters and provides feedback as necessary to project teams

Time	Topic	Details	Facilitator
15 min	**Instruction: Project Charters**	**MBB instructs the group on the components of a project charter & how to create a project charter.**	**Penny**
75 min	**Project Team Work-Out Session**	**Project teams are formed and each team will construct the draft charter for their particular LSS project.**	**Penny/Project Leads**
30 min	**Charter Review & Wrap-up**	**(1) Working Group is reconvened and provides feedback on all project charters. (2) Questions, Answers, Next Steps & Action Item Review**	**Penny**

Next Steps

Title 40/CCA Working Group

- Next Meeting:
  - TBD (Day of Week, Time & Location)
- Homework: TBD
- Action Item: TBD
- Focus: (1) Provide Working Group instruction on project charter components and charter creation (2) Provide time for project teams to be formed and create draft charters of their particular LSS projects.